



Human Resources Newsletter

September 2002 News

What's New, What's Hot

- Effective September 1, 2002, Human Resources will no longer distribute printed copies of job postings via each printer. All vacancies will be posted on Civil Service's Job Search website. When you browse DOTD's Intranet to view job vacancies, you will be linked to the Job Search website. (You may also logon to Civil Service's website by entering <http://www.dscs.state.la.us>.) Click on "Job Search" and make your selection. If you have any questions, please contact Lynette Gray-Chambers, at (225) 379-1290.
- There are many supervisors who have not taken the required Performance Planning and Review for Supervisors training. Therefore, Civil Service will be making a concentrated statewide effort to offer the training from September to December, 2002. See your training coordinator for more information

Special Events

- September 10 - Deadline to nominate any employee, manager or group for Employee of the Quarter (\$500 cash award), Manager of the Quarter (\$500 cash award), Best Team Effort of the Quarter (\$1000 cash award).
- September 11 - CS Commission hearing
- September 11 - New Employee Orientation for Headquarters DOTD
- September 19 - SCHR meeting, 8 a.m., Second Floor Conference Room

HR Unit Updates

Compensation Unit

- **Job Studies:** Results of the following job studies will be considered at the 8/7/2002 CS Commission Pay Hearing; subsequent approval by the Governor
 - Environmental Impact Series
 - Real Estate Series
 - Compliance Programs Series
 - New/revised Intermodal Transportation Series
 - DOTD Safety and Compliance Series
 - Bridge/Marine Administrator and Assistant jobs
- **New Pay Schedules:** The CS Commission also approved the Protective Series (PS) Schedule and it is pending approval by the Governor. Consideration of the Skilled Trades (WS) Schedule, however, was postponed to the 9/11/02 Commission meeting. (For more information regarding the proposed pay schedules, view General Circulars #1489 and #1493 at the CS Website, www.dscs.state.la.us.)



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July 2002 News

(Continued)

HR Unit Updates (continued)

Personnel Management Unit

•Listed below is the tentative recruiting schedule for the month of September:

University	Date
Southern Unitiversity	Wednesday, September 18
Louisiana State University	Thursday, September 19
University of LA at Lafayette	Friday, September 20
McNeese State University	Monday, September 23
University of New Orleans	Tuesday, September 24
La Tech Career Day	Wednesday, September 25